English Learner Advisory Committee (ELAC)

Rea Elementary

Meeting Date: **09-13-24** | **Time:** **9:00 am**

Location: Rea Elementary / Room 4

Attendance – See attached list.

-Parents: 18 | **-School Staff:** 05 | **-District Staff:** 00 | **-Guests:** 01

MINUTES

		Required Topics/ Training Covered: Check topic(s) covered at this meeting and reflected in minutes.
☑	1	ELAC parent members have been elected by parents or guardians of English learners (ELs). Parents or guardians of English learners must constitute at least the same percentage of the ELAC membership as their children represent the student body.
☑	2	Elect one to two members to the District English Learner Advisory Committee (DELAC).
☑	3	Training (including receipt of materials) for ELAC members that will assist them in carrying out required advisory responsibilities. Training shall be planned in full consultation with committee members.
☑	4	Advise the principal and staff in the development of a site plan for ELs as part of the School Plan for Student Achievement (SPSA). ☑ Review current year SPSA/Annual Evaluation ☐ Mid-Year SPSA Progress Report ☐ Advise on next year's SPSA
☐	5	Administration of a Districtwide needs assessment on a school-by-school basis to parents of all English learners.
☐	6	Review school results of the EL needs assessment.
☑	7	Administration of the school's Annual Language Census; share relevant English learner schoolwide data.
☑	8	Promote ways to make parents aware of the importance of regular school attendance.
☐	9	Provide input on the Local Control Accountability Plan (LCAP) actions, services, and expenditures as they impact English learners and families.

I. Call To Order/Welcome and Introductions

The meeting was called to order at **08:55 AM** by School Principal, Lori Hoggard. She welcomed all present to the first English Learner Advisory Committee and introduced the group to guest speaker, Maggie Villalobos, from the Donald Dungan library in Costa Mesa.

II. Presentations or Speakers

1. Maggie shared information on how to obtain a library card. Maggie informed parents the library offers a wide selection of books in English, Spanish and Mandarin. Books are available in traditional format and also as audio books. Maggie shared library resources: Binge Backpacks, Audio Books, Frain Fuse HelpNow, Bookflix, and Britannica School. Maggie demonstrated how to navigate the library's website to access the resources. She also answered parent questions and demonstrated how to apply for a library card online.
2. Dr. Hoggard introduced school counselor Eduardo Castillo. Mr. Castillo offers social emotional support to students and runs the school's game room. Mr. Castillo introduced himself and welcomed parents to donate any old board or card games they no longer need or use at home to be used in the school's game room.

III. Approval of Minutes

Dr. Hoggard gave parents a moment to review the 04/25/24 ELAC Meeting minutes.
Liliana Lopez moved to approve the minutes and Silvia Orozco seconded the motion.

IV. Required Topics

1. **Election of ELAC:** Parents and guardians voted on the ELAC leaders. Parent leaders were elected by parents or guardians of English learners. This is the new committee:
   Alma Ortiz - President
   Jenifer Ramirez - Secretary
2. **Election of DELAC Representative(s):** The ELAC elected a parent/guardian member to the District English Learner Advisory Committee (DELAC). The ELAC voted Alma Ortiz and Severina Calvillo as the DELAC representatives.
3. **ELAC Training of Responsibilities:** Dr. Hoggard shared a presentation containing information about each of the positions for the ELAC committee, the purpose of ELAC, explained the different language fluency levels, and the reclassification process.
4. **English Learner Data:** Dr. Hoggard reviewed the English learner census data.
5. **School Plan for Student Achievement (SPSA):** Dr. Hoggard shared that the school achieved many strong results in the annual evaluation of the School Plan for Student Achievement and the results help us set the goals, services, and budgets for this school year to continue to improve achievement.
6. **Importance of School Attendance:** Dr. Hoggard emphasized the importance of daily school attendance and the importance of completing their homework daily. Dr.

Hoggard reminded parents conference week will take place 09/23/24-09/27/24 and emphasized the importance of communicating with the teachers to support students.

VI. Upcoming School Activities

1. Dr. Hoggard also introduced new family curriculum workshops that will be offered this school year on select Fridays. In these workshops parents will have an opportunity to attend brief parent sessions with teachers. Claudia, SCF added that these workshops will give parents the tools to support their students at home in different subjects. Invitations will be sent home once the program launches.
2. Claudia shared about the Latino Literacy program and invited parents to join.
3. Claudia invited families to attend the Multilingual Parent Empowerment Seminar. Parents will be updated soon as they may have any opportunity to join the ZOOM classes as a group here at Rea in Room 4.
4. Claudia introduced parents to the new parent academy and explained parents will earn points for attending parent engagement programs or school events throughout the school year and the points will earn them rewards.
5. Parents were provided with the information for the DELAC Meeting, Wednesday, October 9th from 6:30 to 8:00PM.

VII. Questions/Comments/Evaluations

1. Q: The library you are from is the one with the airplane in front?
   Maggie: Yes, it is.
2. Q: Do library cards expire?
   Maggie: Yes every three years. I like to say they pause, just to make sure we have correct contact info.
   Q: Do we have to renew in person?
   Maggie: No, you can call.
3. Q: Can we apply for a library card here today or only in person?
   Maggie: You can apply online or in person at the library.
4. Q: What time are the DELAC Meetings at?
   Claudia: They are held on Wednesdays from 6:30-8:00 PM. At the district office.
5. Q: Are the parent empowerment classes held in the district?
   Claudia: No, they are here in this classroom.

VIII. Adjournment

The ELAC Meeting was adjourned at **09:39 AM.** The next ELAC meeting will be at 09:00 AM on 11/08/24, in room 4.

Minutes submitted by: **Jennifer Ramirez, ELAC Secretary and Karina Avina, SCF**